



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> MHA-05-132	<b>POSITION:</b> Program Coordinator
<b>POSITION SERIES:</b> DS-0601	<b>POSITION GRADE:</b> 13
<b>OPENING DATE:</b> 06/29/05	<b>CLOSING DATE:</b> Open Until Filled
<b>IF "OPEN UNTIL FILLED"</b> <b>FIRST SCREENING DATE:</b> 07/07/05 (and every two (2) weeks thereafter)	<b>SALARY RANGE:</b> \$63,211 - \$82,180 per annum
<b>WORKSITE:</b> 64 New York Avenue, NE Washington, D.C. 20002	<b>TOUR OF DUTY:</b> 8:15 a.m. - 4:45 p.m. - Monday - Friday
<b>PROMOTION POTENTIAL:</b> None	<b>AREA OF CONSIDERATION:</b> Unlimited
<b>AGENCY:</b> Mental Health Authority/DHR	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> ( <input checked="" type="checkbox"/> ) Permanent ( ) Term (13 months to 4 years) Not to Exceed _____. ( ) Temporary (Up to 1 year), Not to Exceed _____ months.	
( ) This position IS in the collective bargaining unit represented by _____ and you may be required to pay an agency service fee through an automatic payroll deduction.	
( <input checked="" type="checkbox"/> ) This position IS NOT in a collective bargaining unit.	
<b>"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988":</b> An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.	
<b>BRIEF DESCRIPTION OF DUTIES:</b> Serves as a Program Coordinator in the Division of Human Resources, Policy, Training and Special Programs Branch. The incumbent serves as an expert on substance abuse; drug and alcohol testing; and the development and implementation, coordination and evaluation of the DMH Drug and Alcohol Testing Program and Criminal Background and Traffic Records Check Program. Directs, implements, and manages drug and alcohol testing for certain DMH employees and applicants. Serves as the principal contact with outside drug and alcohol testing contractor to administer Department's drug and alcohol testing program, including oversight of pre-employment, random, reasonable suspicion, post-accident, return to duty and follow up testing. Maintains liaison with the Department of Public Works (DPW) in order to collaboratively administer the drug and alcohol testing program and develop and implement testing program activities. Maintains electronic database on a daily basis by updating employee and testing records, random pool groups and testing schedule. Oversees implementation and coordinates training program for DMH supervisors and employees on drug and alcohol policy. Coordinates the Criminal Background and Traffic Record Check Program for the DHR. Maintains liaison with officials in the District agencies regarding policies, regulations and guidelines relating to drug and alcohol testing and criminal background checks. Maintains contacts with individuals or groups from the private sector and DMH staff at all levels.	
<b>QUALIFICATIONS REQUIREMENT:</b> As a basic requirement, all applicants must have successfully completed a four (4) year course of study in an accredited college or university leading to a Bachelors or higher degree which involved major study in an academic field related to health or allied sciences. This position requires one (1) year of specialized experience equivalent to the next lower grade level in the normal grade level progression for the position to be filled. Specialized experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position to be filled.	
<b>SELECTIVE PLACEMENT FACTOR(S):</b> None	
It is desirable that applicants possess fluent bi-lingual ability in one or more foreign languages.	

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

### RANKING FACTORS

1. Demonstrated mastery of a wide range of concepts, principles and practices of substance abuse and associated policies required to perform difficult substance abuse coordinator assignments, develop procedures and provide advice on difficult substance abuse program issues.
2. Expert knowledge of policies and regulations concerning drug and alcohol testing in order to coordinate the DMH Drug and Alcohol Testing Program.
3. Demonstrated skill in performing complicated analyses, develop innovative approaches to complex drug and alcohol testing problems and developing issue analyses.
4. Knowledge of criminal background and traffic record checks in order to provide for the performance of checks on applicants, volunteers and employees.
5. Knowledge of operation, functions, policies and objectives of the DMH and the provisions of laws which affect drug and alcohol testing in order to provide expert advice and perform activities consistent with established policies and procedures.
6. Skill in oral and written communication required to provide expert assistance and guidance related to a drug and alcohol testing program in order to coordinate services and act as a liaison; conduct research; prepare analyses and reports; perform policy development; and implement training programs.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

**WHERE TO APPLY:** DEPARTMENT OF MENTAL HEALTH  
DIVISION OF HUMAN RESOURCES  
64 NEW YORK AVENUE, NE, 5<sup>th</sup> Floor  
WASHINGTON, D.C. 20002  
ATTN: Cynthia Hawkins (202) 673-7522  
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.**

**DRUG-FREE WORKPLACE ACT OF 1988.** "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."